



DEPARTMENT OF THE ARMY
U.S. ARMY ELEMENT SCHOOL OF MUSIC
STUDENT COMPANY
1420 Gator Blvd.
Virginia Beach, VA 23459-2617

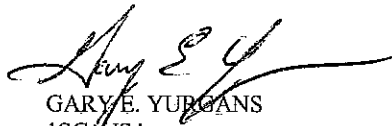
ATSG-SM

13 April 2012

MEMORANDUM FOR Incoming AIT Soldiers

SUBJECT: Check-In procedures for arriving AIT Soldiers

1. Upon arrival, new Soldiers are to report to the Officer of the Day (OOD) at the School of Music:
 - a. Receive a temporary meal card. Chow hall hours. M-F: 0600-1730; Sat-Sun & Holidays: 0800-0930 breakfast 1030-1300 lunch 1530-1730 dinner
 - b. Copy of the Soldier(s) orders will be stamped and dated
 - c. Go to Williams Hall billeting office to sign for a room.
2. New Soldiers are on Phase IV:
 - a. Do not leave base
 - b. Do not wear civilian clothes. Uniform will be ACU's
 - c. Operating or riding in a POV is not authorized
 - d. Do not drink alcoholic beverages
 - e. Must be with a battle buddy at all times when leaving the BEQ.
 - f. Make all curfews. Curfew is defined as in assigned room. NO EXCEPTIONS SUN-Thurs: 2130 hrs Fri-Sat: 2400 hrs
3. In-processing brief with PSGs will be conducted on the next scheduled training day at STUCO. Time of in-processing TBD by the PSGs at the morning formation. DO NOT BE LATE. Soldier(s) must have the following items:
 - a. All paperwork
 - b. Ink Pen
 - c. Initial Issue Military Clothing
3. Soldiers arriving prior to 2200 hrs (Sun-Thurs) will attend PT the following morning at 0530 hrs. Schedules with PT location are posted in barracks. Uniform for this formation is the Army P.T. uniform. Soldiers arriving after 2200 hours will attend the 0730 formation held behind the SOM or Room 2A4 unless directed otherwise by PSGs. Uniform for this formation is the ACU. Soldiers arriving on Friday or Saturday will attend the next scheduled P.T. session at 0530 hrs. Schedules are posted in the barracks. Uniform again for this formation is the Army P.T. uniform. Further instructions from the PSGs will be given out at this time.
4. POC for this memorandum SFC Newman, AIT Platoon Sergeant at (757) 462-4790/8687/8125.


GARY E. YURGANS
1SG, USA
Company First Sergeant